

Terms of reference

1.0 Introduction

Winchester Safety Advisory Group (SAG) has been developed to help event organisers ensure that events take place safely and successfully. It provides independent advice to event organisers who retain the legal responsibility for ensuring a safe event.

The Safety Advisory Group is merely an advisory group. It has no legal powers, neither can it approve safety paperwork, approve or ban events. An individual agency may have enforcement powers in relation to public safety or public order issues but it is for that Agency to determine whether to use them and this is outside of the scope of the SAG.

2.0 Aims, objectives & conduct of the SAG

- 2.1 To provide a multi-agency forum within which SAG members will develop a co-ordinated approach to reviewing plans and giving advice, based on promoting sensible risk management and good practice.
- 2.2 To give advice on relevant legislation and guidance documents.
- 2.3 To establish clear timelines for the provision of paperwork to the SAG and agree attendance and timelines with organisers.
- 2.4 To advise event organisers in respect of the formulation of appropriate contingency and emergency arrangements.
- 2.5 To give advice on arrangements to be made to minimise disruption to local communities.
- 2.6 To consider and advise on emerging threats to events
- 2.7 To provide feedback at debriefs and carry out visits and/or inspections of the venue or event as appropriate
- 2.8 To ensure that event organisers are aware of the roles and responsibilities of the SAG, their members and the limitations of the SAG
- 2.9 Where events are being organised by Winchester City Council, they will invite an independent Chair to manage the meeting, to avoid a conflict of interests.

3.0 Members of the SAG

The group shall consist of people with sufficient skills, experience, knowledge and competence to give advice on behalf of their organisation. SAG members will conduct themselves in a professional manner and ensure that they provide guidance solely within their own field of expertise. Members must declare any conflict of interests.

Core members include:

- Chair of Winchester Safety Advisory Group & Secretary
- Environmental Health – Winchester City Council
- Licensing – Winchester City Council
- Police – Hampshire & IoW Constabulary
- Fire – Hampshire & IoW Fire and Rescue Service
- Ambulance – South Central Ambulance Service
- Highways – Hampshire County Council Highways/ National Highways
- Hospital/ ICB – Hampshire Hospitals NHS Foundation Trust/ HloW Integrated Care Board
- Emergency Planning – Hampshire Emergency Planning team

Other representatives may attend from time to time as appropriate including, for example, Hampshire County Council Public Health, Southern Water etc.

4.0 Meetings

- 4.1 The SAG shall agree a meeting programme for the year.
- 4.2 Meetings may be held in person and/or virtually to make it more convenient for SAG members/ Event Organisers to attend.
- 4.3 Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting.
- 4.4 Records of the meeting (notes/ actions) will be circulated to the Core Members and other representatives attending, and such other parties as determined by the Chair.

5.0 Scope of events to be considered by the SAG

The SAG shall generally only consider events with an audience attendance of more than 1000, unless they have concerns about an event or there are elements of increased risk.

The level of SAG intervention with an event will be based on risk. For low risk events, little SAG intervention may be required, other than occasional request for safety paperwork and updates on the event. For medium risk events, event organisers will be required to submit their safety paperwork and may be required to attend the main SAG or a bespoke 'satellite' SAG meeting. For high risk events, bespoke SAGs and subgroups may be held to devote more time to discussing their plans.